

Welcome Certifying Officials and Guests



*State Approving Agency for
Veterans Education
&
US Department of Veterans Affairs*

State of Utah Annual Training
June 20th, 2016

State Approving Agency for Veterans Education



UTAH DEPARTMENT OF
VETERANS & MILITARY AFFAIRS



Approval Process

Public Law 111-377

- ❖ Section 203 standard degree programs- not *offered through contract* are deemed approved at:
 - ❖ Public or Private, Non Profit, IHL
 - ❖ Program Inventory Updates
- ❖ Programs at all other institutions must be approved by the SAA anytime there is a change to curriculum or policy

All Institutions Must...

- ❖ Keep adequate records of grades and progress
- ❖ Maintain a prior credit record
- ❖ Meet the 85/15 ratio and two year rule
- ❖ Report, without delay, enrollment, enrollment changes and interruptions or termination
- ❖ Not use erroneous, deceptive, or misleading practices or pay any bonus to recruiters

NCD Programs at 203

- ❖ Any program that is not a standard college degree
 - ❖ Certificates, diplomas, Graduate Certificates, Licensures, Endorsements and contracted programs
- ❖ Must submit catalog to SAA for approval with a by name list of programs requested for approval
- ❖ Programs must meet valid vocational, professional, education objective

Types of Approval

❖ Original

- ❖ First time applications or after four years of inactivity

❖ Continued

- ❖ When a new catalog is published –or
- ❖ Major changes to policies and programs

❖ Program Modification

- ❖ Minor changes that occur between catalog publications such as tuition rate increases, a new program or minor changes to program outlines or policies, publication of addendums or errata catalogs

The Application Packet

- ❖ Submit completed, signed, approval application
- ❖ Two certified true and correct copies of the latest catalog
- ❖ Two certified copies of student handbook (if applicable)
- ❖ Two copies of any student enrollment agreements
- ❖ Two copies of any items not in the catalog listed on the checklist (pg 4 of application)

The Application

Part I: Institutional Information

- ❖ Contact Information for school and CO's
- ❖ Certifying Official Changes?
- ❖ Note any relevant changes in institutional policies or practices.
- ❖ SAA Form 4251 will be required for any name changes, ownership changes or address changes

The Application Continued

Part II: Program Information

- ❖ What programs you want approved
- ❖ What program changes have occurred

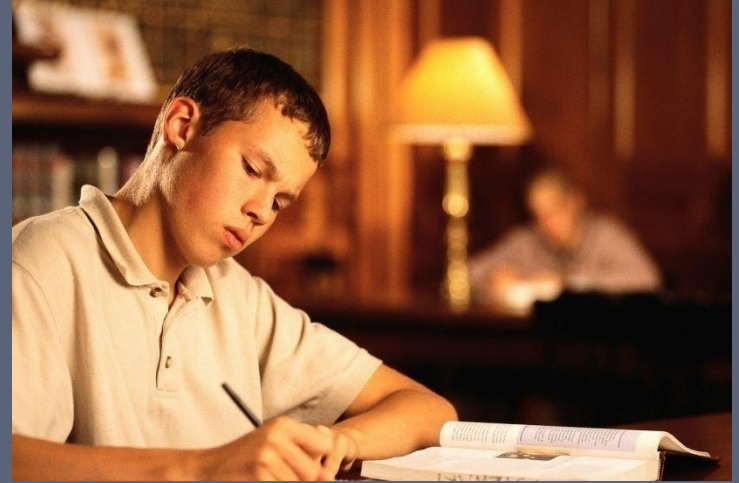
Part III: Modes of Training

- ❖ A signature is required for each mode requested
- ❖ Note- if you don't want approval for that mode, no signature is required

Modes of Training

Independent Study

- ❖ Faculty guided
- ❖ Usually little or no actual classroom attendance
- ❖ Must have the ability for faculty/student interaction
- ❖ Must be an accredited institution of higher learning



Modes of Training

Distance Education (Undergraduate)

- ❖ Online courses must be certified as Dist on VAOnce
- ❖ Hybrid courses: complete the formula to determine if it is distance or residence (based on 50 min. of instruction per hour)

$A = \# \text{ of weeks in term} \times \text{credit hours taken}$

$B = \# \text{ of hours Face to Face} \times \# \text{ of weeks in term}$

If $B \geq A$, the course can be certified as residence. If not, it is distance.

Modes of Training

Cooperative Education

Consists of institutional classroom instruction alternating with training in a business or industrial establishment with the training being supplemental to school instruction

Modes of Training

Practical Training

A program requiring a clinical component; off campus job experience:

- ❖ Internship
- ❖ Externship
- ❖ Clinical Hours

Catalog must contain a description of these courses



Off Campus Teaching Locations

Branch or extension campuses are approvable either separately from or combined with main campus approval

Separate Approval

- ❖ Administratively Independent (maintains all records)
- ❖ Offers programs in full at that location
- ❖ Can furnish to VA all reports and certifications without request from main campus
- ❖ Has ability for SCO on site
- ❖ Has a local mailing address

Combined Approval

- ❖ Full programs not offered at the location
- ❖ Administratively dependent on main campus
- ❖ Site is temporary
- ❖ Insufficient space at the branch to develop admin capabilities

Remedial Training

- ❖ Any course required to address an academic deficiency. Generally math, reading and writing
- ❖ Must demonstrate a need for the course, i.e., test scores. Record must be maintained
- ❖ May not be taken online
- ❖ Must be certified in R/D area on VA Once

Application Continued

Part IV: Catalog Review

- ❖ Know your policies. Where are they?
- ❖ Keep things timely by ensuring that all the required information is included in the application packet
- ❖ Follow the checklist

Returned Approval Packets

Most common Reasons for Returns

- ❖ Lack of faculty list with credentials
- ❖ Missing descriptions of facilities and equipment
- ❖ Curriculum hours do not match program requirements
- ❖ The checklist on the application is there as a guide. All items on the checklist are required.
- ❖ Please respond as soon as possible to avoid a delay in the approval

SAA Addendum

Clock hour programs are required to follow these additional approval requirements:

- ❖ 80% *monthly* attendance
- ❖ 70% progress
- ❖ The addendum also address LOA's, program completion and prior credit requirements.
- ❖ The student and the SCO must sign this document and maintain a copy in the student's file.

Approval

- ❖ SAA approves and sends approval letter
 - ❖ Keep with VA paperwork
- ❖ ELR will review and accept approval
 - ❖ Once completed, will send updates to WEAMS

Approval Modifications

If you are only requesting approval of a few minor things outside the publication of a catalog submit:

- ❖ A request letter detailing the items requested and the effective date
- ❖ Two copies of the policy or program information that you want approved, certified true and correct

Why Bother?

Current approvals:

- ❖ Ensure timely delivery of benefits
- ❖ Prevent overpayments on compliance surveys
- ❖ Are required

Submit all approval actions within 30 days of the effective date of all changes

Contact Information

700 Foothill Blvd
Salt Lake City, UT 84108

Berni Davis, Director	(801) 584-1973
<u>davisb@utah.gov</u>	(801) 584-1972

Fax (801) 584-1964
Veterans.utah.gov/education

Office Hours: Monday-Friday	8:00am-5:00pm
-----------------------------	---------------